

Apply Online & Claim Account Instructions

- * If you **haven't** claimed your campus connection account follow the *Claim your Campus Connection Account* instructions.
- * If you **have** claimed your Campus Connection account, please move onto the next set of instructions below titled *Apply Online for Housing at VCSU*

Claim your Campus Connection Account

Step 1 - Find your EMPLID

1. Go to <https://myweb.vcsu.edu>
2. Click Login to Services at the top of the page
3. Click the green button for Campus Connection
4. Once there click the option on the right side for Guest Page
5. On the new page click Help Center
6. Click Find my EMPLID and enter your information

*National ID is your Social Security Number

Step 2 - Claim your Account

1. Go to <https://helpdesk.ndus.edu/ndusaccount/>
2. Click the blue button Claim my Account
3. Watch the short video and click Claim your account below
4. Follow the prompts to continue and set your password and security questions

Step 3 - Log into Campus Connection

1. Go to <https://myweb.vcsu.edu>
2. Click Login to Services at the top of the page
3. Click the green button for Campus Connection and log in

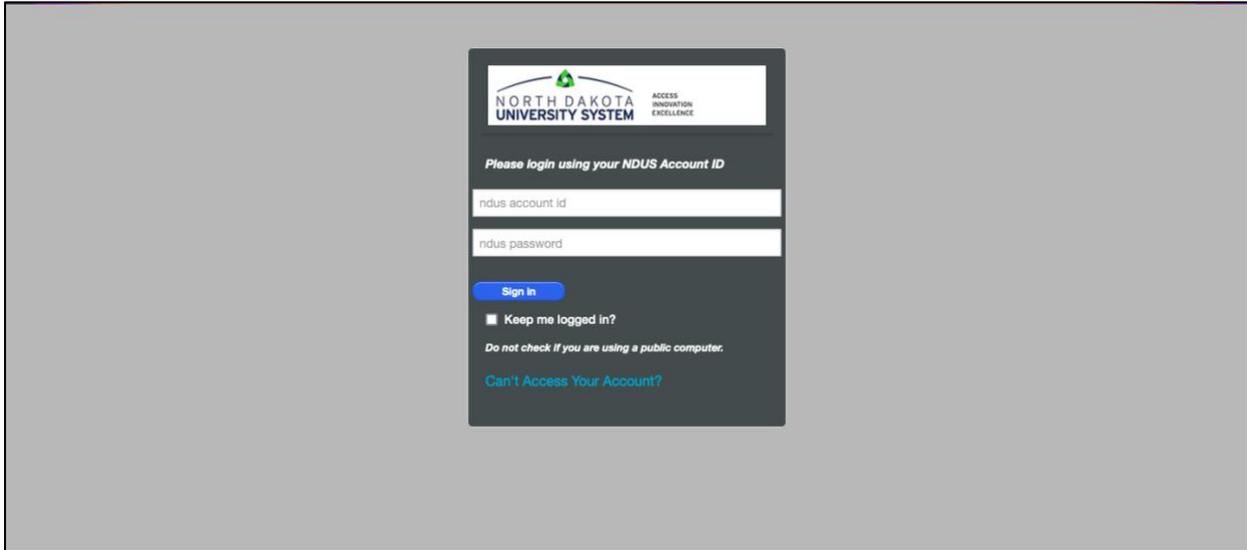
If you have problems, contact the NDUS Help at 1-866- 457-6387. You may also visit <https://helpdesk.ndus.edu>.

Students: You will need this to access your student accounts. **Keep this information private and safe.**

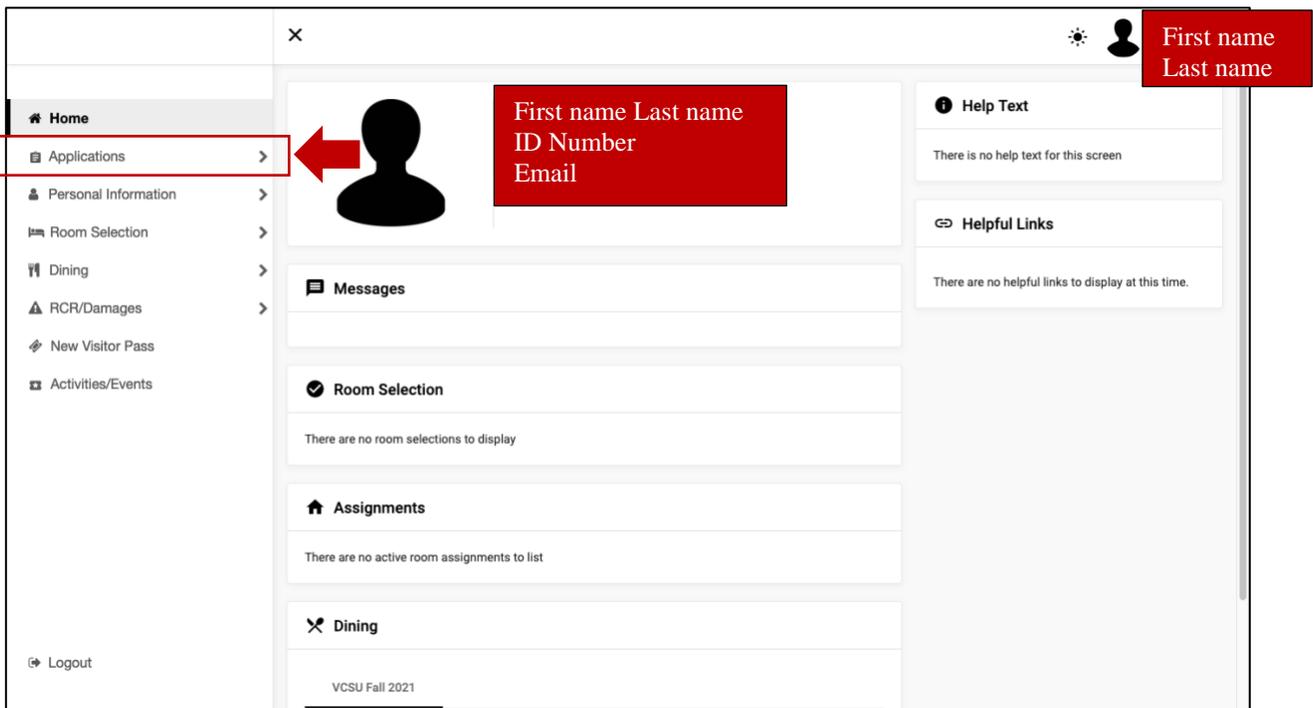
Apply Online for Housing at VCSU

Make sure to claim your account prior to following these instructions

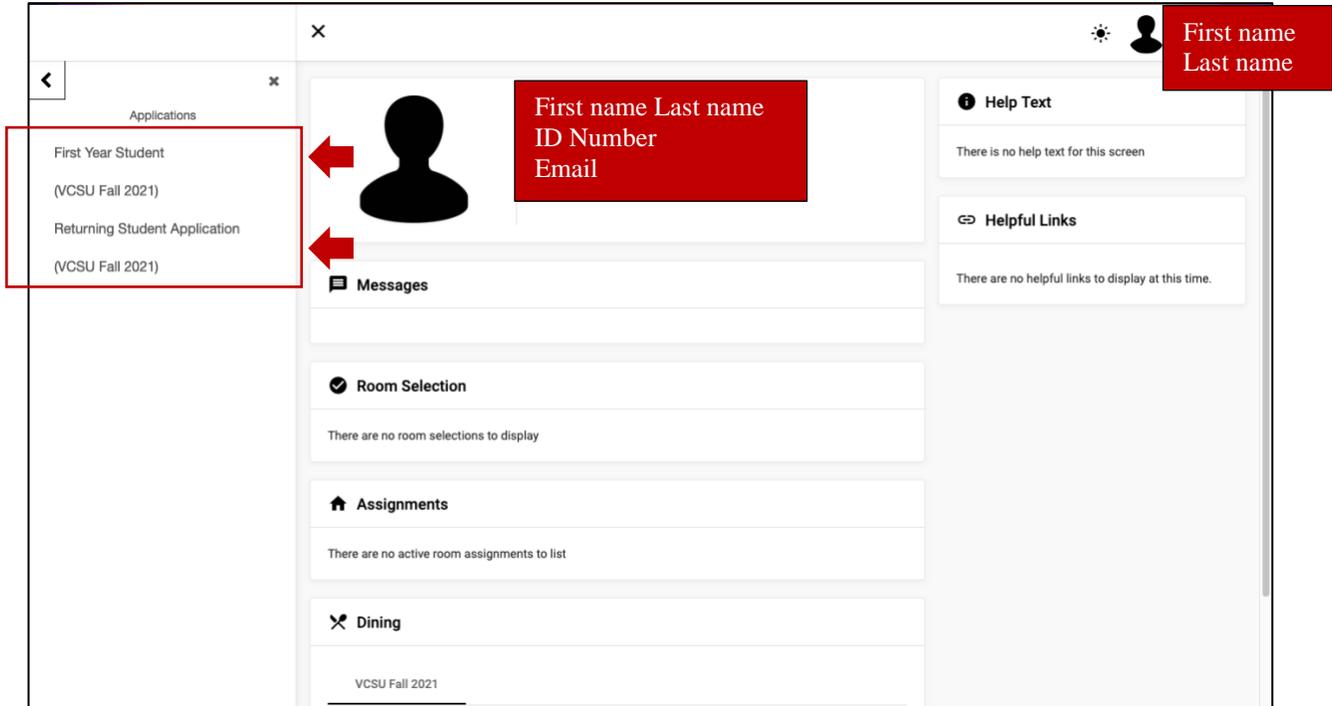
Step 1. Click on the Housing application link and you will be brought to the sign in page. Use your Campus Connection credentials to login. You will need to claim your account to login.



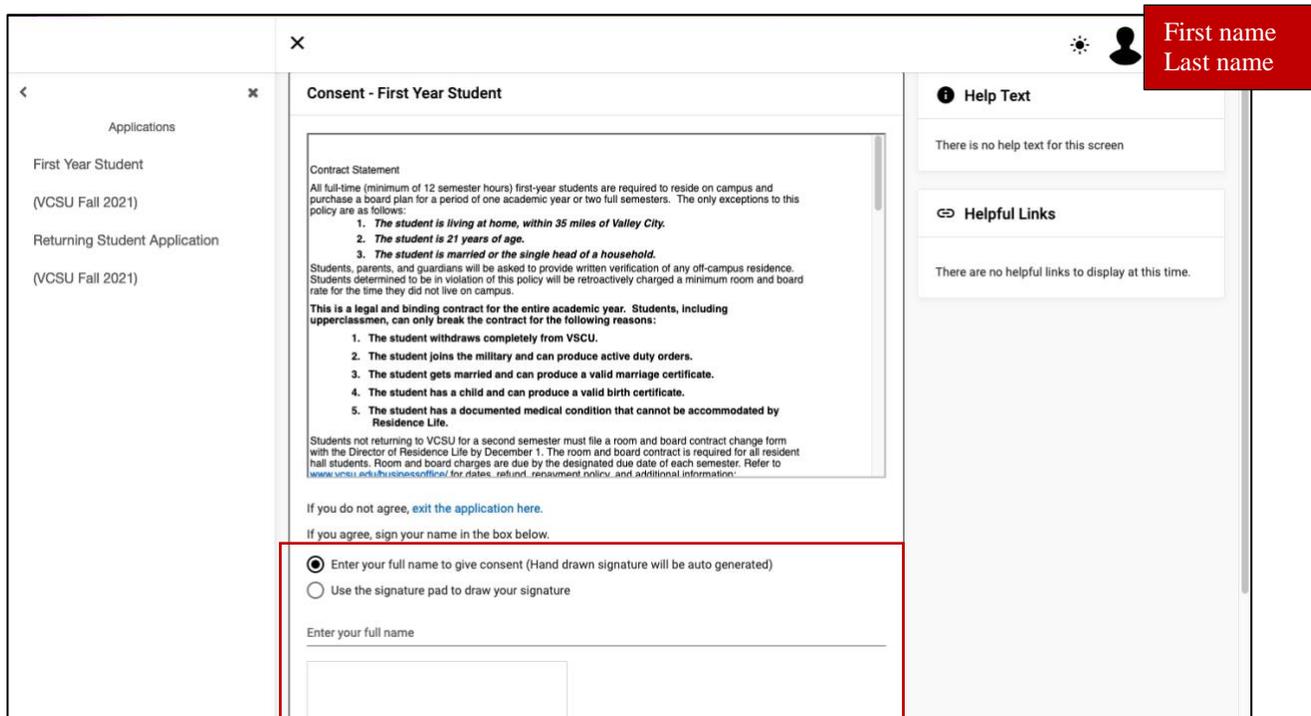
Step 2. Once you login you should see this page. Click on the Application tab on the left side of your screen.



Step 3. Click on the application that corresponds with your class status and the semester you will be living on campus. DO NOT select the current semester.
 Ex. Freshman or transfer student = First Year Student
 Sophomore, Junior, Senior = Returning Student Application



Step 4. Read through the contract. Once you read through the contract either type your full name or sign in the box to give consent. Click Continue to move onto the next page.



Step 5. Please fill in each of the fields on the “My Information” page. Click Continue to move onto the next page.

My Information - First Year Student

01. Please provide your cell phone number. *

02. Please choose a meal plan. *

03. Do you have any documented food allergies? (Please list them)

04. Please share some of your hobbies and interests.

05. If you would like to request a roommate, please provide their name.

06. Please tell us about your sleep preferences.

07. Please tell us about your sleep preferences.

08. If you would like, please share your preferred name and/or preferred gender here.

09. Please refer to the information box on the right hand side. * Yes No

10. Are you currently required to register as a sex offender in any State? * Yes No

11. Please refer to the information box on the right hand side. * Yes No

Continue

Help Text

09. Within the past seven (7) years, have you pled guilty (or no contest) to or otherwise been convicted of a crime involving violence or the threat of violence or of a sex offense. Crimes of violence refer to an offense in which physical force was used, attempted or threatened against the person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Sex offenses include, but are not limited to, rape, sexual assault, sexual battery, gross sexual imposition, trafficking, and the possession or distribution of child pornography.

11. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.)

Helpful Links

There are no helpful links to display at this time.

First name
Last name

Step 6. Here you will fill in your Address(es) and Contact(s) information. Click the pencil icon which will allow you to edit each of the respective lines. See the three images below for guidance. Once you have completed steps 6a and 6b click Continue to move onto the next page.

Addresses/Contacts - First Year Student

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses

Required	Completed	Type	Street	City	Zip Code	
X	✓	Primary	N/A	N/A	N/A	
X	✓	HOME	N/A	N/A	N/A	

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
X	X	Guardian 1	N/A	N/A	N/A	N/A	N/A	N/A	
X	X	Guardian 2	N/A	N/A	N/A	N/A	N/A	N/A	

Continue

Help Text

There is no help text for this screen.

Helpful Links

There are no helpful links to display at this time.

First name
Last name

6a. Fill in the information for your Primary and Home address. If these addresses are the same, you only need to fill out one of them. Click Save then move onto the Guardian information section.

Addresses/Contacts - First Year Student

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Required	Completed	Type	Street	City	Zip Code
X	✓	Primary	N/A	N/A	N/A

Clear

Edit Address: Primary

Address _____ Address 2 _____

Address 3 _____ Address 4 _____

City _____ State: North Dakota

Zip Code _____ Country: United States

Email _____ Mobile Phone _____

Save Cancel

First name
Last name

6b. Fill in the information for Guardian 1. You can fill in both spaces, but at least one is preferred. Click Save and move onto the next step.
 Step 7. Now you will enter in your living requests. This is where you put your preferred hall preference in. You may enter up to 3 requests.

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
X	X	Guardian 1	N/A	N/A	N/A	N/A	N/A	N/A

Clear

Edit Contact: Guardian 1

Name _____ Relationship _____

Email _____ Mobile Phone _____

Home Phone _____ Work Phone _____

Address _____ Address 2 _____

Address 3 _____ Address 4 _____

City _____ State _____

Zip Code _____ Country: United States

Save Cancel

Continue

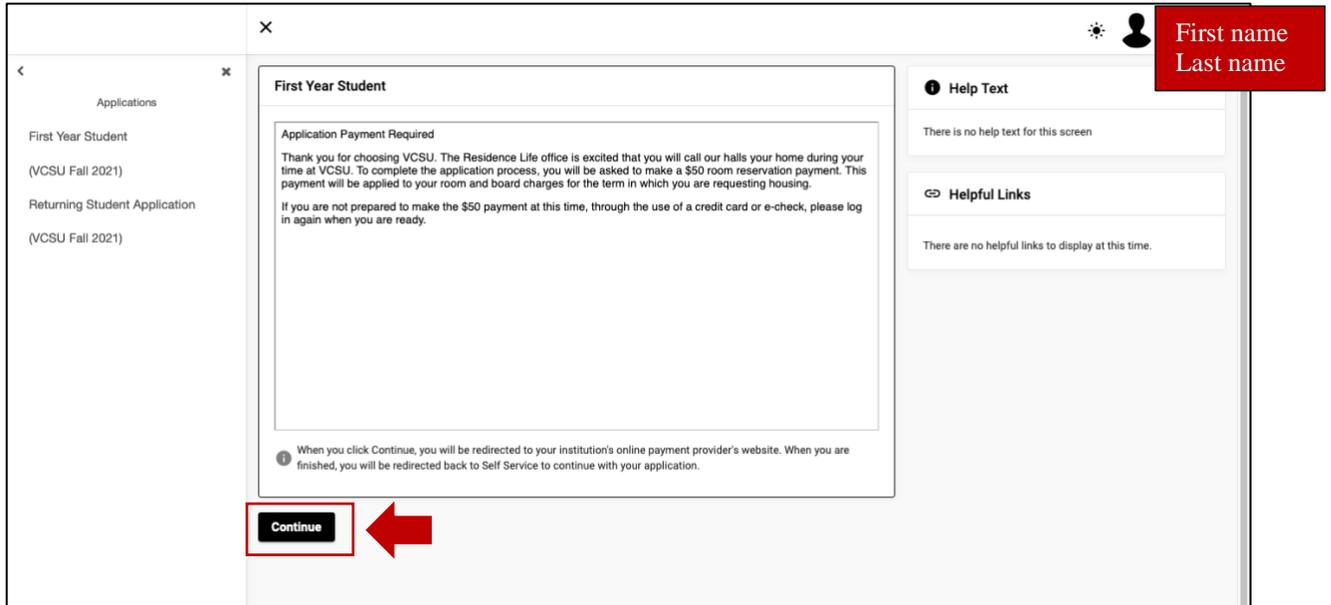
First name
Last name

- a. Select the choice number
 - i. 1 = first choice/most preferred; 2 = second choice; 3 = third choice/least preferred
- b. Under Request type select VCSU Hall Selection
- c. Select the building and room type you would like
- d. Click add then move onto your next choice number
- e. Once you enter in your 3 requests click Continue to move onto the step

The screenshot shows a web application interface for adding living requests. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: "Applications", "First Year Student (VCSU Fall 2021)", and "Returning Student Application (VCSU Fall 2021)".
- Top Right:** A user profile box containing the text "First name" and "Last name".
- Main Content Area:**
 - Header:** "First Year Student - Existing Living Requests for VCSU Fall 2021 (0)".
 - Table:** A table with columns "Choice #", "Request Name", and "Value". Below the table, it says "You have not entered any living requests for this term."
 - Form Section:** "Add a New Living Request".
 - Choice #:** A dropdown menu with "1" selected. A red callout box labeled "a. Choice #" points to this dropdown.
 - Request Type:** A dropdown menu with "VCSU Hall Selection" selected. A red callout box labeled "b. Request Type" points to this dropdown.
 - Hall Selection:** A dropdown menu showing a list of hall options: "Kolstoe Hall (co-ed hall)", "McCoy Hall Double (all female hall)", "McCoy Hall Single (all female hall)", "Robertson Hall Double (all male hall)", "Robertson Hall Single (all male hall)", "Snoeyenbos Hall Double (co-ed hall)", and "Snoeyenbos Hall Single (co-ed hall)". A red callout box labeled "c. Hall Selection" points to this dropdown.
 - Add Button:** A black button labeled "Add". A red callout box labeled "d. Add" points to this button.
 - Continue Button:** A black button labeled "Continue" is located below the form.
- Right Sidebar:**
 - Help Text:** A section with the text "There is no help text for this screen".
 - Helpful Links:** A section with the text "There are no helpful links to display at this time."

Step 8. Now it is time for the \$50 room reservation fee payment. Read through the box before clicking Continue.



Step 9. You have finished the application. Here you will make your \$50 room reserve payment. This will be added to your student account and will go towards your balance for the term you are applying for. You can choose to pay by credit card or e-check from this page. Once you have completed the payment process you will be brought to the confirmation page. You should receive an email confirmation as well. You have completed the application as soon as the payment goes through!

